**Reedley College – Agriculture and Natural Resources Department**

**Course Syllabus – Spring 2021**

**Course Number & Name: NR 8 – Natural Resources Career Preparation         Section #: 56332**

**Class Meeting Time and Place:   Lecture 8:00 am-8:50 am Thursday in FEM 12**

**Instructor: Joshua Soderlund**

Office:  FEM 4G, Phone: (559) 638-0300, Ext. 3260

**Email: joshua.soderlund@reedleycollege.edu**

Virtual Office Hours: M--1:15pm-2:15pm; W--12:30pm-2:00pm; TH--9:00am-11:00am; F--12:30pm-1:00pm; Other times by appointment or *if my office door is open then I am available to talk.*

(ZoomConference links will be emailed out weekly)

**VIRUS WARNING- BECAUSE OF SERIOUS RISK OF COVID 19 VIRUS TRANSMISSION ALL PERSONS ARE EXPECTED TO ABIDE BY SAFETY PROTOCOLS AT ALL TIMES THROUGHOUT THE SEMESTER**

**DO NOT ATTEND ON-CAMPUS CLASSES IF YOU ARE ILL, IF YOU HAVE SYMPTOMS OF INFECTION OR HAVE BEEN IN CONTACT WITH ANYONE BELIEVED TO BE INFECTED WITH COVID 19.**

You are **required to wear a cloth face covering** over your mouth and nose while in face-to-face portions of this class and while inside of school buildings, near the entry doors and when outside but near other people.  You are required to wear facial coverings during laboratory exercises whenever other people are present in your area.

You are required to take action to sterilize equipment or other items that you handle before leaving an area and before allowing other people to touch those items.

**Course Prerequisites:**none**Units:**1

**Holidays:** Spring Recess- 3/29/21-4/2/21

**Drop Deadlines: January 22th,**last day to drop to qualify for a refund.  **January 29st,**last day to drop to avoid “W”.  **March 12th,**after this date letter grade assigned.

**Final Exam:** Thursday, May 20th, 8:00 am - 8:50 am

**Textbook and Required Materials:**

No text is required for this course.

You will need access to computer for some assignments are required to be typed.

**Supplemental References:**

            [http://www.forestryusa.com/ (Links to an external site.)](http://www.forestryusa.com/)  website

            [http://www.usajobs.gov/ (Links to an external site.)](http://www.usajobs.gov/)        website

**Student Learning Outcomes:**

 Upon completion of this course, students will be able to:

* Apply for a job opportunity by completing required documents (i.e. resume/cover letter) accurately and following procedure so as to comply with specific natural resource employers’ requirements.

* Prepare for and execute a job interview as a prospective employee in a professional manner including consideration of familiarity with employer needs, proper dress, documents and oral presentation specific to the natural resources fields.

* Demonstrate an understanding of the importance of "soft skills" to success in the areas of leadership, team building, supervision and conflict resolution within the field of natural resources.

**Objectives:**

 In the process of completing this course, students will:

* Develop accurately completed job applications for natural resource agencies whether public or private (i.e. USAJobs).
* Exhibit professional conduct during a job interview in the field of natural resources.
* Create a resume/cover letter that is specifically appropriate for their career path in natural resources field.
* Search for and locate specific and practical employment opportunities that exist within their educational career path in natural resources.
* Identify possible solutions to problems that commonly occur in the workplace.
* Convey an understanding and appreciation of diversity in the workplace.

**Classroom Conduct:**

All students are expected to act in a mature manner that respects their fellow students, the instructor and any guest presenters.  Please turn cellular phones, pagers and all other electric devices **off** during class time.  **No** tobacco products or sunflower seeds in class. Due to computer lab there is **NO FOOD or DRINKS.**

**Computer Use:**

Due to COVID-19 safety protocols the use of the computers in FEM 12 are unavailable.  So you need to bring your personal laptop or check out a campus laptop  Check outs will be available on a first-come-first-serve-basis while supplies last. Please bring valid ID to the college’s open computer lab located in the campus library, masks and social distancing are required.  For questions call [(559) 638-0300.](https://www.reedleycollege.edu/news/2020/%2B15596380300)

**Cheating and Plagiarism:**

Cheating and plagiarism are serious offenses and will not be tolerated.  Students shall comply with Board Policy 5410; each student is expected to exert an entirely honest effort toward attaining an education.  Violations of this policy will result in failing grade on an assignment and/or the entire course.

**Accommodation Statement:**

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Late Work Policies:**

To receive a grade for this course, students must complete all assigned work.  Late assignments will have 10% deducted each week.  After an assignment is submitted by the due date a student has one week to re-submit for a better grade.  Please communicate with me if you have extenuating circumstances which will cause a late assignment submission.

**Attendance and Grading Policy:**

Missing a class doesn’t excuse you from this responsibility (i.e. if a due date for an assignment changes, new assignments are given, etc.).  This means you should ask a trustworthy classmate for notes if you are absent.  Being absent is not an excuse for late work, late assignments, or just not knowing what is happening.. Success in this class depends on the presence and active participation of each student; therefore, you are expected to attend every class.  Your participation record will be considered when assigning your final grade.  **If you miss class >6 times during the semester (without a valid reason) you may be dropped from the course**.  If class is canceled students will be notified via Canvas and a note on classroom door.  Extra credit may be available.  Final grades will be assigned based on a straight percentage system according to the following scale:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Grade** | **Cumulative Percent** | **Breakdown of Grades** | **Points** |
|   |   |    Self Introduction (Assignment 1) | 25 |
| A | 90-100 |   Goals/Personal Interests (Assignment 2) | 50 |
| B | 80-89 |    USAJOBS Profile (Assignment 3) | 50 |
| C | 70-79 |    Draft Resume (Assignment 4) | 50 |
| D | 60-69 |    Personal References (Assignment 5) | 25 |
| F |   <59 |    Resume (Assignment 6) | 100 |
|   |   |    Cover Letter (Assignment 7) | 75 |
|   |   |    Reedley College/SAF Scholarship (Assignment 8) | 75 |
|   |   |    Letter of Recommendation (Assignment 9) | 25 |
|   |   |    Speaker Report Form(s) | 50 |
|   |   |    Participation (Soft Skills/Conflict Mgmt./Leadership)   Final Exam-Job Interview | 50125 |
|   |   |    TOTAL | 700 |

Tentative Lecture Schedule: Note: order of topics may vary depending upon scheduling of speakers

**Date                      Lecture Topic                                             Handouts**

1/14      Introduction & Syllabus Review      #1 Self-Introduction

1/21      Goals and Personal Interests              #2  Goals/Personal Interests

1/28       USA Jobs/ Federal Jobs                      #3 USAJOBS Profile

2/4        Resume                                                         #4 Draft Resume

2/11          Cover Letter / References                   #5 Personal References

2/18     Resume and Cover Letter                             #6 Resume & #7 Cover Letter –

2/25     Applying for Scholarships#8 SAF Scholarship Form - Reedley College / SAF    #9 Letter of Recommendation

3/4  Career Opportunities in Forestry and Natural Resources

3/11  Career Opportunities – PrivateGuest Speaker – Ryan Stewart (SCE) or TBA

3/18     Career Opportunities - Resources (Federal, State & Private)   Guest Speaker – Kyle Lane (USFS)  or TBA

3/25 & 4/1     “Soft Skills”/Conflict Mgmt/Leadership        Various Handouts **(Participation)**

4/8  & 4/15   Preparing for InterviewsInterview Sign-up (by appointment)

4/22    **NR 110 & NR 116 Field Studies**

4/29  **TBA**

5/6 & 5/13    **Job Interview**Remember: Resume and Cover Letter